



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

January 9, 2026

MEMORANDUM NO. DOT-SS-24-9104-SD-1

**TO: VENDOR ADDRESS
 DEPARTMENT ADDRESS**

FROM: SHERILL JOHNSON, PROCUREMENT AGENT

**SUBJECT: DOT CONTRACT: DOT-SS-24-9104-SD
 Temporary Bridge Parts: Acrow 700XS Series (Contract No. CR975)**

The subject contract is being amended to update Florida DOT /700XS Prices, due to the need to add additional parts and remove parts that are no longer needed.

- The Florida DOT / 700XS Prices list attached to the original contract is deleted in its entirety and replaced with the below Florida DOT / 700XS Prices (with additional parts) (Rev. 01.06.2026)
- The contract document has been updated to reflect this change.

Any questions on delivery or service that may arise regarding this contract should be directed to Renee Matthews at renee.matthews@dot.state.fl.us or (850) 410-5726.

**State of Florida
Department of Transportation**



Solicitation #:
DOT-SS-24-9104-SD

**TEMPORARY BRIDGE PARTS:
ACROW 700XS SERIES**

Effective Dates: JULY, 1, 2024 - JUNE 30, 2026

Vendor: MFMP CONTRACT ID #:
Acrow Corporation of America CR975

Florida DOT / 700XS Prices (with additional parts)

1	AB022	DISTRIBUTION BEAM	\$858.50
2	AB022U	DISTRIBUTION BEAM KEEPER	\$107.48
3	AB024	DISTRIBUTION BEAM END FRAME	\$451.93
4	AB051	PANEL PIN	\$25.89
5	AB052	PANEL PIN SAFETY CLIP	\$0.40
6	AB053	BRACING BOLT	\$6.03
7	AB053-B	FW BEARER BOLT ASSEMBLY	\$2.08
8	AB054	RAKER / FOOTWALK BOLT	\$3.00
9	AB079	HEAVY PANEL PIN	\$30.47
	AB079A	HEAVY PANEL PIN CLIP	\$0.80
10	AB480	FOOTWALK BEARER	\$467.24
11	AB481	FOOTWALK RAIL POST	\$145.93
12	AB482	FOOTWALK HAND RAIL	\$87.84
13	AB483C	FOOTWALK DECK UNIT COATED	\$2,882.57
14	AB484	FOOTWALK KNEE BRACE	\$43.31
15	AB485	FOOTWALK RAIL BOLT	\$0.49
16	AB486	FOOTWALK DECK BOLT	\$0.55
17	AB487	FOOTWALK POST BOLT	\$1.01
18	AB503	MALE BEARING BLOCK	\$163.49
19	AB504	FEMALE BEARING BLOCK	\$165.48
20	AB505	PIER BLOCK	\$258.87
21	AB505A	PIER BLOCK ASSEMBLY	\$69.82
22	AB513	RAKER BRACE	\$35.01
23	AB514	CHORD BRACE	\$32.80
24	AB517	TL STRUT	\$178.01
25	AB518	TRANSOM BRACE	\$115.96
26	AB519	TL TRANSOM BRACE	\$127.39
27	AB522	DIAGONAL BRACE	\$69.27
28	AB536A	AMER BRACE BOLT	\$6.20
29	AB546	DECK BOLT	\$6.85
30	AB547A	AMER TRANSOM BRACE	\$4.35
31	AB547AS	AMER TRANSOM BRACE SHEAR	\$8.43
32	AB548A	AMER RAKER BOLT	\$6.54
33	AB549A	AMER SHT BRACE BOLT	\$5.55
34	AB584	CHORD BOLT	\$10.73
35	AB587	BEARING	\$287.09
36	AB587L	LOWER BEARING ASSEMBLY	\$57.86
37	AB587U	UPPER BEARING ASSEMBLY	\$53.46
38	AB590	SCW SWAY BRACE	\$204.88
39	AB601	DECK UNIT	\$3,802.51
40	AB602	CURB UNIT	\$3,983.79
43	AB620	10 FT REINFORCING CHORD	\$670.48
44	AB621	20 FT REINFORCING CHORD	\$952.15

45	AB622	10 FT HEAVY REINFORCING CHORD	\$665.87
46	AB623	20 FT HEAVY REINFORCING CHORD	\$1,134.22
47	AB624	10 FT SUPER HEAVY REINFORC. CHORD	\$1,257.11
48	AB625	20 FT SUPER HEAVY REINFORC. CHORD	\$1,758.34
49	AB701	TRUSS PANEL	\$1,619.99
50	AB702	SHEAR PANEL	\$2,522.15
51	AB708	HEAVY SHEAR PANEL	\$2,999.04
52	AB703	RAKER BRACE	\$100.04
53	AB720	EOB INFILL	\$576.37
54	AB891	SWAY BRACE - 3 LANE TRANSOM	\$507.27
55	AB930Q	30 FT 2-LANE HEAVY TRANSOM	\$9,976.91
56	AB942	GUARD RAIL POST BOLT	\$3.00
57	AB957Q	36 FT 3-LANE HEAVY TRANSOM	\$16,270.51
58	AB978Q	42 FT 3-LANE HEAVY TRANSOM	\$23,178.99
59	AB1006Q	24 FT 2-LANE HEAVY TRANSOM	\$8,482.15
60	SC0268H	GUARD RAIL POST HIGH	\$460.08
61	SC0268L	GUARD RAIL POST LOW	\$460.08
62	SC0014	GUARD RAIL 4 x 4 INSERT	\$96.11
63	SC0014-1	GUARD RAIL 20 FT TUBE RAIL	\$1,126.21
64	SC0014-2	GUARD RAIL 24 FT TUBE RAIL	\$1,359.06
65	SC0014-3	GUARD RAIL 14 FT TUBE RAIL	\$804.24
66	SC0017	24 FT 2-LANE TRANSOM	\$6,700.54
67	SC0214	GUARD RAIL POST BRACE	\$124.24
68	SC0125	GUARD RAIL BOLT	\$10.78
	Additional Parts to be added to 2024 Contract		
69	AB581	HEAVY BEARING BLOCK FEMALE	\$274.46
70	AB582	HEAVY BEARING BLOCK MALE	\$274.46
71	AB709	EXTRA HEAVY SHEAR PANEL MALE	\$6,523.40
72	AB710	EXTRA HEAVY SHEAR PANEL FEMALE	\$5,593.87
73	AB979	42 FT TRANSOM SWAY BRACE	\$590.91
74	AB601C	DECK UNIT EPOXY COATED	\$4,676.89
75	AB602C	CURB UNIT EPOXY COATED	\$4,858.21
76	AB720C	EOB INFILL EPOXY COATED	\$708.41
77	SC2116	HEAVY DISTRIBUTION BEAMS	\$2,214.15
78	SC2117	HEAVY DIST BEAM END FRAMES	\$1,255.79
79	SC0017Q	24 FT 2-LANE TRANSOM (QUAD Truss)	\$6,837.67

Notes:

1. All prices are FOB Acrow yard and does not include freight, or any taxes if applicable.
2. Depending on weight, material can be shipped via UPS or partial truckload.
3. Consult with Acrow representative for larger orders.
4. Due to steel price volatility, Acrow may request to reprice prior to end of contract.

1/6/2026
1/6/2026 8:45

ORDERING INSTRUCTIONS

Bid Number: DOT-SS-24-9104-SD (CR975)

Title: Temporary Bridge Parts: 700XS Series

NOTE: ALL ORDERS SHOULD BE DIRECTED TO:

FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEID): 221589330-001

VENDOR: Acrow Corporation of America, Inc.

ADDRESS: 181 New Road

CITY, STATE, ZIP: Parsippany, NJ 07054

PHONE: 973-244-0080 FAX NO.: 973-244-0085

DELIVERY: DELIVERY WILL BE MADE WITHIN 60* DAYS AFTER RECEIPT
OF PURCHASE ORDER.

*Delivery time of **60** days provided due to long lead time for AB57/70 chord bolts only. All other items can
Be delivered within **30** days of receipt of purchase order. 1500 of the AB57/70's within **30** days with
remainder to follow.

PRODUCT INFORMATION: DIRECT QUESTIONS TO:

NAME & TITLE: Will Smith

ADDRESS: 311 Magnolia Avenue

CITY, STATE, ZIP: Fairhope, AL 36532

TELEPHONE: 251-928-8450 FAX NO.: 251-928-8451

E-MAIL ADDRESS: wsmith@acrow.com

WEB ADDRESS: www.acrow.com

Will you accept the State of Florida Purchasing Card (VISA)? Yes **X** No

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**FDOT DESCRIPTION OF INTENDED
SINGLE SOURCE PURCHASE
(PUR 7776)**

375-040-53
PROCUREMENT
03/19

AGENCY: DEPARTMENT OF TRANSPORTATION

TITLE: Temporary Bridge Parts 700XS Series

Short description of the commodity or service desired: Acrow 700XS Series Bridge Components

CONTACT

Name: Sally Dobson

Address: 605 Suwannee Street, MS 20, Tallahassee, FL 32399-0450

Telephone: 850-414-4477

Email: CO.Purch@dot.state.fl.us

Internal tracking number, if any: DOT-SS-24-9104-SD

Date posted: 04/22/2024

Last day for receipt of information: 05/13/2024

This description of commodities or contractual services intended for purchase from a single source is posted in accordance with section 287.057(3)(c), Florida Statutes and will remain posted for a period of at least 15 business days.

Commodity or Service Required (commodity class and group, manufacturer, model, and description, as appropriate):
95141700: Prefabricated commercial and industrial buildings and structures

Quantity or Term (as appropriate): July 1, 2024 - June 30, 2026

Requestor (division, bureau, office, individual, as appropriate): Maintenance Office

Performance and/or Design Requirements (intended use, function or application, compatibility etc. requirements; reference to policy, rule, statute or other act of the Legislature, etc., as appropriate): Modular steel solutions that can address virtually any permanent bridging need to accommodate vehicle, rail, vessel, heavy haul, military and pedestrian traffic. Bridge designs must be customizable to achieve desired lengths and widths while also maintaining strength through the addition of prefabricated modular components. All bridge components shall be constructed entirely of high strength, high quality U.S. steel from ISO-certified mills and shall be hot-dipped zinc galvanized to prevent corrosion and allow for easy maintenance.

Intended source (vendor, contractor): Acrow Corporation of America

Estimated Dollar Amount: \$1,280,000.00

Justification for single source acquisition (what is necessary and unique about the product, service or source; steps taken to confirm unavailability of competition, as appropriate): FDOT currently owns and utilizes proprietary Acrow 300 Series and Acrow 700XS Series bridge components. To ensure all components of the existing systems remain universally interchangeable with proper fit and function, it is essential that all components be procured from Acrow. In addition, Acrow's warranty will be voided if non-Acrow components are used with existing Acrow 300 Series and Acrow 700XS Series bridge components.

Approved By: (names & titles, as appropriate to Post on Vendor Bid System (VBS), e.g., requestor, requestor management, information systems, budget, purchasing):

Paul Baker
Authorized Signature

State Purchasing Administrator
Title

Central Office Legal Review:

Giselle Justo
Authorized Signature

Assistant General Counsel
Title

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**FDOT DESCRIPTION OF INTENDED
SINGLE SOURCE PURCHASE
(PUR 7776)**

375-040-53
PROCUREMENT
03/19

Legal review by the Office of General Counsel is required prior to posting. Please coordinate with District Legal Counsel prior to submission to the Office of General Counsel, MS-58.

Prospective vendors are requested to provide information regarding their ability to supply the commodities or contractual services described. If it is determined in writing by the agency, after reviewing any information received from prospective vendors, that the commodities or contractual services are available only from a single source, the agency shall:

1. Provide notice of its intended decision to enter a single-source purchase contract in the manner specified in s.120.57 (3) F.S.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**FDOT NOTICE OF INTENDED DECISION
TO ENTER INTO A SINGLE SOURCE CONTRACT
(PUR 7778)**

375-040-54
PROCUREMENT
01/16

This notice of intended decision to enter into a single source contract is posted in accordance with section 287.057(3)(c), Florida Statutes.

AGENCY: DEPARTMENT OF TRANSPORTATION

TITLE: Temporary Bridge Parts 700XS Series

Short description of the commodity or service desired: Acrow 700XS Series Bridge Components

CONTACT

Name: Sally Dobson

Address: 605 Suwannee Street, MS 20, Tallahassee, FL 32399-0450

Telephone: 850-414-4477

Email: CO.Purch@dot.state.fl.us

Internal tracking number, if any: DOT-SS-24-9104-SD

Date posted: 05/14/2024

Time Posted: 05:00 PM

Commodity or Service Required (commodity class and group, manufacturer, model, and description, as appropriate): 95141700: Prefabricated commercial and industrial buildings and structures

Requestor (division, bureau, office, individual, as appropriate): Maintenance Office

Performance and/or Design Requirements (intended use, function or application, compatibility etc. requirements; reference to policy, rule, statute or other act of the Legislature, etc., as appropriate):
Modular steel solutions that can address virtually any permanent bridging need to accommodate vehicle, rail, vessel, heavy haul, military and pedestrian traffic. Bridge designs must be customizable to achieve desired lengths and widths while also maintaining strength through the addition of prefabricated modular components. All bridge components shall be constructed entirely of high strength, high quality U.S. steel from ISO-certified mills and shall be hot-dipped zinc galvanized to prevent corrosion and allow for easy maintenance.

Intended source (vendor, contractor): Acrow Corporation of America

Price: \$1,280,000.00

Justification for single source acquisition (what is necessary and unique about the product, service or source; steps taken to confirm unavailability of competition, as appropriate): FDOT currently owns and utilizes proprietary Acrow 300 Series and Acrow 700XS Series bridge components. To ensure all components of the existing systems remain universally interchangeable with proper fit and function, it is essential that all components be procured from Acrow. In addition, Acrow's warranty will be voided if non-Acrow components are used with existing Acrow 300 Series and Acrow 700XS Series bridge components.

Approved By (names & titles, as appropriate to Post on Vendor Bid System (VBS), e.g., requestor, requestor management, information systems, budget, purchasing, DMS approver)

DocuSigned by:

Paul Baker

State Purchasing Administrator

Authorized Signature, Title

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**FDOT NOTICE OF INTENDED DECISION
TO ENTER INTO A SINGLE SOURCE CONTRACT
(PUR 7778)**

375-040-54
PROCUREMENT
01/16

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to file a bond or other security within the time allowed for filing a bond, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

CONFLICT OF INTEREST/CONFIDENTIALITY CERTIFICATION

PUBLIC OFFICERS/EMPLOYEES

I certify that I have no present conflict of interest on the projects identified below, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation of any consultant/contractor/vendor for selection on any contract if I have a conflict of interest or a potential conflict of interest. As set forth in Sections 112.313 and 334.193, Florida Statutes, public officers or employees of an agency may not have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or accept any obligation of any kind which is in conflict with the proper conduct of their duties in the public interest.

I recognize that State of Florida public officers or employees of an agency are expected to honor the ethical obligations inherent in public service. These obligations go beyond mere legal obligations and demand from the public officer or agency employee a greater sensitivity to his or her conduct, as well as the public's perception of such conduct.

State of Florida public officers or employees of an agency are expected to safeguard their ability to make objective, fair, and impartial decisions, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Public officers or employees of an agency should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

I will maintain the confidentiality of all information not made public by the Florida Department of Transportation ("Department") related to the procurement of the above-referenced ("Project") that I gain access to as a result of my involvement with the Project ("Procurement Information"). I understand that Procurement Information includes, but is not limited to, documents prepared by or for the Department related to procurement of the Project. I also understand that Procurement Information includes, but is not limited to, documents submitted to the Department by entities seeking an award of the Project ("Proposers"). I understand that Procurement Information may include documents submitted by Proposers related to letters of response/letters of interest, technical proposals, price proposals, financial proposals, and information shared during exempt meetings. I also understand that Procurement Information may also include documents that evaluate or review documents submitted by Proposers, and information regarding Project cost estimates. I also agree not to discuss the Project with anyone who is a member of or acting on behalf of a Proposer.

Unless so ordered by a court of competent jurisdiction or an opinion of the Office of the Florida Attorney General, I will not divulge any Procurement Information except to individuals who have executed a Conflict of Interest/Confidentiality Certification which has been approved by the Department ("Project Personnel"). I understand that a list of Project Personnel will be maintained by Department. If I am contacted by any member of the public or the media with a request for Procurement Information, I will promptly forward such request to the Department's Procurement Office. I will also maintain security and control over all documents containing Procurement Information which are in my custody.


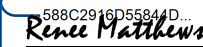
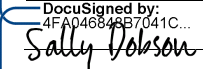
I agree not to solicit or accept gratuities, unwarranted privileges or exemptions, favors, or anything of value from any firm under consideration for an agreement associated with the Project, and I recognize that doing so may be contrary to statutes, ordinances, and rules governing or applicable to the Department or may otherwise be a violation of the law.

I agree not to engage in bid tampering, pursuant to Section 838.22, Florida Statutes.

I realize that violation of the above mentioned statutes would be punishable in accordance with Section 112.317, Section 334.193, or Section 838.22, Florida Statutes, and could result in disciplinary action.

Advertisement No./ Solicitation No	Description	Financial Project Number(s)
DOT-SS-24-9104-SD	Temporary Bridge Parts 700XS Series	

Each undersigned individual agrees to the terms of this Conflict of Interest/Confidentiality Certification.
(continued on next page)

Printed Names	Signature	Date
Rishi Moonian	 DocuSigned by: 588C2916D55844D...	05/23/2024
Renee Matthews	 DocuSigned by: 4FA046848B7041C...	05/23/2024
Sally Dobson	 F92CB58456F2412...	05/23/2024

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
Vendor Eligibility Check Prior to Contract Award

375-030-91
PROCUREMENT
06/18

Project Description(s): CR975 _____

Acrow Corporation of America

Financial Project Number(s): _____

Section 287.135, F.S. provides that public entities may not contract with firms

that have been excluded from participating in the public contracting process.

cc 8 b) 1 id
A public entity may not accept any bid, proposal, or reply from, award any contract to, or transact any business in excess of the threshold amount provided in s. 287.017, F.S., for CATEGORY TWO with any person or affiliate on the convicted vendor list for a period of 36 months following the date that person or affiliate was placed on the convicted vendor list unless that person or affiliate has been removed from the list pursuant to Section 287.133(3)(f), F.S. A public entity that was transacting business with a person at the time of the commission of a public entity crime resulting in that person being placed on the convicted vendor list may not accept any bid, proposal, or reply from, award any contract to, or transact any business with any other person who is under the same, or substantially the same, control as the person whose name appears on the convicted vendor list so long as that person's name appears on the convicted vendor list.

A contract award (reference 2 CFR 1200 and 2 CFR 180) must not be made to parties listed on the government-wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." Pursuant to 23 CFR 172.7(b)(3), a contracting agency shall verify suspension and debarment actions and eligibility status of consultants and subconsultants prior to entering into an agreement or contract in accordance with 2 CFR part 1200 and 2 CFR part 180, when the identities of such subconsultants are known prior to execution of the subject agreement or contract. The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

The Convicted Vendor List/ Suspended Vendor List / Discriminatory Vendor List / Federal Excluded Parties List/ Vendor Complaint Lists are available at the following Department of Management Services site:

http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists

Section 287.135, F.S. prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S. or is engaged in a boycott of Israel. Section 287.135, F.S. also prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of \$1,000,000 or more, if the company is on either the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which are created pursuant to s. 215.473, F.S.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
Vendor Eligibility Check Prior to Contract Award

375-030-91
PROCUREMENT
06/18

The List of Scrutinized Companies that Boycott Israel, and the Scrutinized List of Prohibited Companies (Activities in Sudan/Iran Petroleum Energy Sector) are available at the following Florida State Board of Administration site:

<https://www.sbafla.com/fsb/FundsWeManage/FRSPensionPlan/GlobalGovernanceMandates.aspx>

I have checked the aforementioned lists that apply to this procurement, as applicable to verify that the vendor (and all subs where known) is eligible for contract award/execution:

Procurement Office or Contracting Awarding Office:

Sally Dobson

Printed Name

Sally Dobson

Signature

Date: June 25, 2024

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**PUBLIC RECORDS PROVISIONS FOR PURCHASE ORDERS
(CONTRACTUAL SERVICES)**

375-030-96
PROCUREMENT
OGC – 07/16
Page 1 of 1

Purchase Requisition No.: ÔRJİ 5

WHEREAS, the Parties have agreed to the terms and conditions set forth herein.

The Consultant/Contractor/Vendor shall comply with Chapter 119, Florida Statutes. Specifically, the Consultant/Contractor/Vendor shall:

- (1) Keep and maintain public records required by the Department to perform the service.
- (2) Upon request from the Department's custodian of public records, provide the Department with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- (3) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the Consultant/Contractor/Vendor does not transfer the records to the Department.
- (4) Upon completion of the Agreement, transfer, at no cost, to the Department, all public records in possession of the Consultant/Contractor/Vendor or keep and maintain public records required by the Department to perform the service. If the Consultant/Contractor/Vendor transfers all public records to the Department upon completion of the Agreement, the Consultant/Contractor/Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant/Contractor/Vendor keeps and maintains public records upon completion of the Agreement, the Consultant/Contractor/Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Department, upon request from the Department's custodian of public records, in a format that is compatible with the information technology systems of the Department.

Failure by the Consultant/Contractor/Vendor to comply with Chapter 119, Florida Statutes, shall be grounds for immediate unilateral cancellation of this Agreement by the Department.

IF THE CONSULTANT/CONTRACTOR/VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S/CONTRACTOR'S/VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

Central Office

850-414-5355

COprcustodian@ dot.State.fl.us

Office of the General Counsel

Florida Department of Transportation

605 Suwannee Street, MS 58

Tallahassee, Florida 32399-0458

COST ANALYSIS REQUIRED BY SECTION 216.3475. FLORIDA STATUTES

Section 216.3475, F.S., requires agencies to maintain records to support a cost analysis for service agreements, executed on or after July 1, 2010, which were awarded on a noncompetitive basis. Detailed budgets are required to be submitted by the person or entity awarded funding in excess of Category II and must be reviewed by the agency. The attached Cost Analysis form and instructions are to be used to document an agency's review of the detailed budget. If an agency already has an existing form which it desires to use, the form must be submitted to the Bureau for review and approval.

The completed cost analysis is to be maintained in the contract manager's contract file. The cost analysis form is required to be submitted to the Bureau when submitting agreements with a value of \$750,000 or more.

Contact the Bureau of Auditing at (850) 413-5512 for questions regarding this memorandum.

COST ANALYSIS INSTRUCTIONS FOR NON-COMPETITIVELY PROCURED AGREEMENTS IN EXCESS OF CATEGORY II

1. Agencies must complete a cost analysis worksheet for the original contract and any amendment that affects the amount of compensation and/or the level of services provided.
2. Each separate line item must be evaluated to determine whether the cost is allowable, reasonable and necessary. Each miscellaneous cost must be specifically identified.
3. To be allocated to a program, a cost must be related to the services provided. If the cost benefits more than one program, a determination must be made that the cost is distributed in a reasonable and consistent manner across all benefiting programs.
4. To be allowable, a cost must be allowable pursuant to state and federal expenditure laws, rules and regulations and authorized by the agreement between the state and the provider.
5. To be reasonable, a cost must be evaluated to determine that the amount does not exceed what a prudent person would incur given the specific circumstances.
6. To be necessary, a cost must be essential to the successful completion of the program.
7. Indirect costs/overhead should be evaluated to determine that the rate is reasonable.
8. Agencies must retain documentation in agency files to support the conclusions reached as shown on the *Cost Analysis for Non-Competitively Procured Agreements in Excess of Category II* form.

COST ANALYSIS FOR NON-COMPETITIVELY PROCURED AGREEMENTS IN
EXCESS OF CATEGORY II

Line Item Budget Category	Amount	% Allocated to this Agreement	Allowable	Reasonable	Necessary
Salaries					
Fringe Benefits					
Equipment					
Utilities					
Travel					
Miscellaneous	\$1,280,000.00	X	X	X	X
Indirect cost/overhead					
TOTAL	\$1,280,000.00	X	X	X	X

CERTIFICATION:

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, F.S. Documentation is on file evidencing the methodology used and the conclusions reached.

Renee Matthews

Name
Signed by:

4FA046848B7041C...
Signature

warehousing & Distribution Director

Title

02/08/2024 | 12:34 PM EST

Date